Microsoft® Office Online
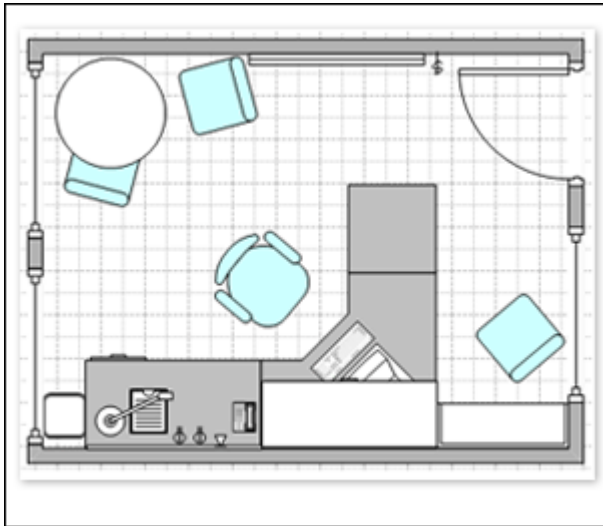
Quick Reference Card - A quick introduction to office layouts

Start an office layout

1. On the **File** menu, point to **New**, and then click **Choose Drawing Type**.

2. Under **Category**, click **Building Plan**, and then under **Template**, click **Office Layout**. (You may need to scroll down to see it.)

3. Choose **US units** or **Metric** as you prefer. Notice that the scaled drawing page appears with the measurement units you selected.

4. Drag the **Room** shape to the drawing page to make a rectangular office layout. To make a layout that is not rectangular, drag several **Wall** shapes to the page and connect them.

5. Add doors, windows, furniture and so on.

6. You can change the dimensions of a wall, door, window, piece of furniture, or any shape. Just select the shape, then right-click it. On the shortcut menu, click **Properties**. Then enter the desired dimensions and click **OK**.

7. If you want to change the appearance of all walls, doors, or windows, click **Set Display Options** on the **Plan** menu.

8. To check or change the drawing scale, click **Page Setup** on the **File** menu. Then click the **Drawing Scale** tab.

Additional resources

There is much more you can do with office layouts. You can add dimension lines, electrical symbols, cubicles, office equipment by dragging shapes onto the drawing page. You can also assign custom properties to office layout shapes, and then generate an inventory report.

For more information on these subjects, see About office layouts and Create an office layout.